



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CARPENTER ASSISTANT
CARPENTER
SENIOR CARPENTER

Class No. 006204
Class No. 005905
Class No. 005963

■ CLASSIFICATION PURPOSE

To perform a wide variety of skilled carpentry tasks for county facilities involving construction, installation, and repair of wooden structures and fixtures; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Carpenter Assistant:

This is the entry-level class in this series. Under direct supervision, Carpenter Assistant assists journey-level Carpenters in the construction of forms, cabinets, and the alteration and repair of facilities and performs the simpler work independently. Incumbents are expected to perform progressively more difficult work with increasing independence.

Carpenter:

This is the journey-level class in this series. Under general supervision, Carpenters independently perform the full range of carpentry and related job set up work. This class differs from the next higher class, Senior Carpenter, in that the latter is a lead worker.

Senior Carpenter:

This is the lead-level class in this series. Under general direction, Senior Carpenters perform the most difficult work and are responsible for the technical guidance and training of carpenters assigned to a crew or project.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Carpenter Assistant

Essential Functions:

1. Constructs forms, building frames, stairways, shelves, and cabinets; repairs and maintains frame buildings and structures.
2. Erects walls and roofing.
3. Installs, repairs and maintains window frames, sashes, doorframes, doors, and screens.
4. Repairs and maintains furniture and cabinets.
5. Installs partitions and applies floor coverings and wallboards.
6. Constructs, repairs, and maintains light and heavy timbered bridges and short span concrete bridges and barricade equipment.
7. Prepares sketches of carpentry work to be done.
8. Operates power saw, jointers, shapers, and other power and hand tools.
9. Keeps simple work records.

10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Carpenter

Essential Functions:

All the functions listed above and

1. Prepares orders for equipment and supplies.
2. Prepares progress reports.

Senior Carpenter

Essential Functions:

All the functions listed above and

1. Leads a crew involved in carpentry work.
2. Estimates costs and orders supplies.
3. Coordinates the work of related crafts.
4. Assigns work to crew or project members.
5. Issues material lists for each job assigned.
6. Checks and completes work records.
7. Acts in the absence of supervisor.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- General carpentry technology and the fundamental principles of structural layouts, dimensions, and components.
- Practices and techniques related to construction, installation, and repair of wooden structure and fixtures.
- Tools, equipment, and materials used in carpentry.
- Work and shop safety practices.
- Furniture repair, cabinet making and finish carpentry techniques.
- County customer service objectives and strategies.

Carpenter (in addition to the above):

- Blueprint reading.

Senior Carpenter (in addition to the above):

- Principles of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Operate hand and power tools associated with carpentry including power saws, jointers, shapers and other power and hand tools.
- Read and interpret oral and written instructions.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Carpenter (in addition to the above):

- Provide training and technical guidance to assistants and other subordinate staff.
- Prepare cost estimates.
- Order supplies and materials.
- Complete work records, logs and associated paperwork.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Carpenter Assistant:

One (1) year of experience assisting a journey-level carpenter.

Carpenter:

1. Four (4) years of journey-level carpentry work experience in general construction, repair, or maintenance of wood structures, cabinetry, or fixtures using various hand and power tools and equipment; OR,
2. Two (2) years of experience as a Carpenter Assistant with the County of San Diego.

Senior Carpenter:

1. Four (4) years recent, extensive journey-level carpentry work experience in the construction, maintenance or service repair of wooden structures and fixtures, one year of which was at a lead or supervisory level; OR,
2. Four (4) years of experience as a Carpenter with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Essential functions require maintaining physical condition necessary for incumbents to walk, sit, climb, balance, stoop, kneel, crouch, or crawl. Incumbent is frequently required to use hands to finger, handle, feel, or operate objects, tools or controls; reach with hands and arms; continuous, repetitive, and controlled arm-hand movements when operating tools.

Incumbent frequently lifts and/or moves objects weighing up to 50 pounds, and occasionally weighing up to 70 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work may be performed both inside and outside, in varying weather conditions. Exposure to noise, fumes, dust, toxic or caustic chemicals. May be exposed to hazards of building maintenance (i.e., lead, asbestos, etc.) Wearing of protective breathing apparatus is required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 2, 1958 (Carpenter)
New: May 12, 1975 (Senior Carpenter)
New: August 8, 1980 (Carpenter Assistant)
Revised: March 17, 2003
Reviewed: Spring 2004
Revised: March 31, 2006

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Variable Entry: Y
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